

CHAPTER 12

PROCESSING DISPOSAL TRANSACTIONS

SECTION I - GENERAL

212101 - PURPOSE

This chapter prescribes the policies, responsibilities, criteria, and standard procedures for use in processing disposal actions and related transactions resulting therefrom.

212102 - SCOPE

- a. These procedures are applicable to DSO and OTIS.
- b. These procedures are limited to the transfer of DoD Excess Materiel to Reutilization and Marketing activities.
- c. These procedures cover the:
 - (1) Processing of Disposal Directives and related documents for materiel in Condition Codes A, B, C, D, E, F, G, or H.
 - (2) Recoupment of materiel (excess previously transferred) from the DRMO.
 - (3) Processing of Deleted Item Reports for materiel on hand in storage after the NSN has been deleted.
 - (4) Processing of computer generated manual documents, hereinafter identified as Violation Output which could be in the formats of appendices F-117 or F-122, including the preparation and processing of reentry documents.

NOTE: Procedures for the establishment of Due-In records, preparation of PMRCs and MRCs for recoupment of materiel from the DRMO are contained in chapter 40 and appendix E-042 P.

212103 - BACKGROUND

- a. Determination that action is required to declare materiel excess personal property normally is made immediately following completion of supply control studies of retention level studies based on the latest program guidance and asset data. Materiel may be declared excess any time that unanticipated changes in requirements, retention criteria, or asset position justify disposition action. Excess actions may also stem from catalog changes. On notification that an item is deleted from the Federal Supply Catalog, disposition action will be initiated to rid the DLA System of inventories no longer required. Additionally, materiel

will be disposed of whenever it is picked up at attrition sites under
DICs D6X, D8_, D8F emanating from logistic transfers (DICs DEE/DEF),
D9_(X) reversals (except D9F), and the Condition Code is other than A or
B; or the Condition Code is A or B and the NSN on the DIC which reported

the materiel, i.e., DICs D6X, D8_, D9_(X) reversals (except D9F) has no backorders, no dues-in, and the Demand Value Code in the NIR is other than E or Z, (i.e., SSC 2, 3 or 9), and the on-hand assets are equal to or greater than the MAP reimbursable level Multiplied by 2; or whenever a DZH transaction with Condition Code H is received.

b. The DSCs establish a Deadline Transfer Date (DTD) corresponding to the Disposal Directive document number date (pos. 36-39) plus 30 days. The DTD is treated as a deadline date for accomplishing transfer to the DRMO. Accountability for materiel is transferred to the DRMO when the materiel is transferred and/or shipped to the DRMO from the distribution activity.

c. The date that DoD excess materiel is transferred to the DRMO dictates the record in which adjustment of item and financial accountability will be reflected. Discrepancies disclosed prior to acceptance or transfer are corrected in the records of the DSC based on confirmation and/or denial documentation furnished by the distribution activity. Those disclosed subsequently are reflected in the records of the DRMO.

212104 - POLICY

a. Excess materiel becomes DoD excess property on determination that it is unnecessary to the needs of the DLA. It is approved for disposal as DoD excess materiel.

b. For excess materiel, accountability is transferred from the DSC to the DRMO upon receipt of the MRC at the DSC.

c. Commingled DLA/Service/Agency stock with Ownership Code 0, 1, 3-9 (appendix A-14) requires careful manually controlled disposal action IAW appendices E-031 P and E-313 P.

d. The disposal of Unwanted Radioactive Materiel is prescribed in DLAR 4145.30. Disposal action will be processed with an exception type DRO IAW appendix E-031 P.

e. Disposal action for DLA and commingled DLA/Service/Agency stock will be processed as an Exception DRO IAW appendix E-031 P when:

(1) The Condition Code is L.

(2) The materiel, regardless of Condition Code, is being disposed of due to failure to meet specifications. In this instance, the DRO will be annotated, CONDEMNED - NOT TO BE USED FOR PURPOSE DESCRIBED UNDER THIS NSN/PN.

(3) The Condition Code is J, K, or L. In this instance, the DRO will be annotated to the effect that the true condition of materiel must be indicated on the distribution activity documentation. When such materiel is also condemned, subparagraph (2) annotation will be added to the DRO.

212105 - RESPONSIBILITIES

a. The DSO is responsible for:

- (1) Determining DLA materiel excess to System-wide requirements.
- (2) Directing transfer of DoD excess to the DRMO nearest the storage site of the excess.
- (3) The review and processing of Violation Control/Reentry Documents and Uncontrolled Violations for review/reentry into mechanical processing routines.
- (4) The review and processing of manually generated documents and forms related to disposal of excess materiel. This includes applying appropriate annotation to exception DROs.
- (5) Ensuring that the appropriate Demil Code, appendix A-151, is entered in pos. 65 of both manually prepared ZLC documents and those mechanically generated ZLCs output for manual review.
- (6) Receiving Delinquent Deleted Item Reports (DLAM 4140.2, Volume III, Part 7, F-28) from distribution activities by mail when replies to Deleted Items Reports (DIC CK8) have not been furnished within 90 days from date of original submission by the distribution activity to the DSC. The F-28 Listings will be processed IAW appendix E-033 V.

b. OTIS is responsible for:

- (1) The receipt and mechanical processing of documents related to the excess disposal program including the control of mechanically generated Violation Output.
- (2) The preparation of operational and management review reports as prescribed herein.

212106 - DOCUMENT VALIDATION

All input documents are mechanically validated to assure that all essential data are complete and correct. When an input document contains invalid data and processing cannot continue, an Uncontrolled Violation Listing (appendix F-117) or a Controlled Violation Listing (appendix F-122) is prepared based on Type Output Code recorded in the Output Routing Table (see appendix F-20). The appropriate VRC will be reflected on the output documentation. The controlled violations are recorded in the Violation Control File with a mechanical followup suspense to assure timely processing. All Violation Output documents are routed to DSO for resolution of error and reentry of corrected data IAW the applicable E appendix.

212107 - PROCESSING OF VIOLATION CONTROL/REENTRY DOCUMENTS

The procedures used for the processing of reentry documents are outlined in chapter 49 and each applicable E appendix. VRCs are defined in appendix A-82; and Violation Reentry Codes are defined in appendix A-62.

SECTION II - INSTRUCTIONS FOR TRANSFER

212201 - GENERAL

This section prescribes preparation and processing of documents related to transactions involving the transfer of DoD excess materiel to Defense Reutilization and Marketing activities.

212202 - PROCESSING DISPOSAL DIRECTIVES

a. Disposal Directives, DIC ZLC, are prepared mechanically by OTIS or are manually initiated by DSO in the format of appendix B-31 IAW appendix E-031 P, for quantities of DoD excess materiel to be transferred to Defense Reutilization and Marketing activities. Disposal quantities shown on each directive apply to transfer of materiel from a single distribution activity, condition code, and purpose code. Disposal Directives are processed to computer files causing DIC D7J which in turn generates output of DRO, DIC A5J, in the format of appendix B-32.

b. The following instructions apply to entries in the retention quantity field when preparing Disposal Directives:

(1) A blank retention quantity field indicates that the exact quantity in the quantity field is to be transferred to the DRMO. In those situations where the quantity recorded in the NIR at a specific location (condition and ownership/purpose codes identical) exceeds 99,999 and additional disposal documents are mechanically or manually prepared, a blank retention field is mandatory in order to ensure that the DROs (A5Js) are mechanically prepared. If these documents are zero filled in lieu of blanks, the RCSF will be closed with Status Code BQ and no further action will be taken.

(2) When materiel is known to be commingled in stock and accounted for one more than one accountable record, Disposal Directives will be limited to specific disposal quantities, i.e., the retention quantity field will be blank.

(3) A zero filled retention quantity field indicates that the total quantity of materiel in stock in the condition coded in the condition code field will be transferred to the DRMO regardless of the quantity appearing in the quantity field. When retention quantity is zero filled, pos. 25-29 of the DRO should always reflect the total DSC on-hand quantity for the condition code entered on the DRO.

(4) A quantity in the retention quantity field indicates that stock in the quantity in the retention quantity field and in the condition coded in the condition code field will be retained in storage and the residual quantity will be transferred to the DRMO. The retention quantity will represent the total retention quantity for all ownerships on the DSC NIR notwithstanding the entry in the Purpose Code field.

(5) A blank retention quantity field is mandatory under the circumstances described in subparagraph b(1) and (2) above. In all other instances, entry of a retention quantity under the provisions of

subparagraph b(3) and (4) above, is optional. The use of retention

quantity entries should be limited to transfers from other than Purpose Code M. When there is reason to question the validity of on-hand balances recorded in the DSC NIR, the retention quantity field should be left blank. At times it will be best not to dispose of small insignificant partial quantities at locations that are experiencing demand and should be avoided. Small insignificant total disposals at a location are to be encouraged where that location has experienced no demand.

c. Management Code Z will be entered in the Disposal Directive when exception processing is required on the DRO; otherwise, the Management Code field will be left blank. DRO with Management Code Z will be ejected from mechanical processing and forwarded to the DSO on appendix F-50 for annotation of exception data prior to forwarding to the distribution activity. (See appendix E-031 P or E-167 P.) For commingled DLA/Service/Agency stock in Ownership Code 0, 1, 3-9, see appendices E-031 P and E-313 P.

d. The appropriate DEMIL Code, appendix A-151, will be obtained from the NIR and entered in pos. 65 of all DICs ZLC. If the NIR does not contain a valid Demilitarization Code the DIC ZLC will be violated, citing VRC 2J.

e. IPC will:

(1) Receive Disposal Directives from DSO and process to the applicable computer routines.

(2) Forward mechanically prepared Disposal Directives, DIC ZLC, to DSO.

(3) Forward Disposal Directive Violation Output to DSO for processing indicated in appendix E-031 V.

(4) Produce DROs using data contained in the Disposal Directives. Forward DRO documents as follows:

(a) When Disposal Directives contain Management Code Z, forward DRO to DSO.

(b) When the Management Code of the DRO is blank, forward to the distribution activity indicated in the RIC.

f. Output Documents.

DROs, DIC A5J, are prepared from data contained in Disposal Directives which was generated from the DIC D7J and are the documents by which the DROs direct transfer of DoD excess materiel from distribution activities to Defense Reutilization and Marketing activities. DRO format is shown in appendix B-32.

212203 - PROCESSING DRO CONFIRMATIONS, DENIALS, CANCELLATIONS AND FOLLOWUPS

a. Whenever the quantity transferred exceeds the quantity shown in pos. 25-29 of the related DRO in compliance with the DSC instructions (quantity reflected in retention quantity field is maintained or retention quantity field is zero filled), the depot will submit a DIC ARK, confirmation document indicating the total quantity (including the overage) transferred to the DRMO. DIC ARK will update its processing date to the Date of Last Disposal in the Supply Control File (SCF) for a Family Head or Bachelor item with Condition Code A assets being disposed. Processing of the DIC ARK includes mechanical generation of a DIC D7_ issue for the quantity overshipped. An inventory gain, DIC D8A, will also be generated (for the overage) and listed on appendix F-13 if the DSC on-hand balance is zero or less than the overshipped quantity. Billing adjustment is not required.

b. Whenever the quantity available for transfer to the DRMO is the exact quantity as the DRO quantity shown in pos. 25-29, and DSC instructions have been complied with (quantity reflected in retention quantity field is maintained or retention quantity field is zero filled), the depot will submit a DIC A6J (MRD) with Management Code 1, 4, 6, or 7 in pos. 72 for the shortage. Accordingly, a DIC ARJ confirmation document will be submitted for the quantity transferred. DIC ARJ will update its processing date to the Date of Last Disposal in the SCF for a Family Head or Bachelor item with Condition Code A assets being disposed. Mechanical processing of the DIC A6J with Management Code 1, 4, 6, or 7 results in creation of a DIC D7_ reverse issue transaction and a DIC D9B inventory loss transaction for the input quantity only. The DRO denial will be listed on appendix F-113/F113A. Billing reversal is not required.

c. Whenever the quantity available in the warehouse is less than the retention field quantity, pos. 55-61, the total disposal quantity, pos. 25-29, of the DRO will be denied/canceled by submission of DIC A6E with Management Code Z in pos. 72. An explanation of warehouse inventory position will be furnished in the remarks field of the MRD. The depot will mail the DIC A6E, with Management Code Z, to the Inventory Accounting Section, Stock Control Branch, of the DSC. I&A processing personnel will manually input an DIC A6A with Management Code 1 reflecting the total disposal quantity in pos. 25-29. The quantity in the warehouse as shown in remarks data will then be subtracted from the DRO retention quantity, and I&A personnel will manually input an inventory loss transaction (DIC D9A) for the difference.

d. As appropriate, undershipments due to item packing/packaging characteristics will be reported through the submission of a DIC ARL, confirmation document, indicating the quantity actually transferred to the DRMO. DIC ARL does not apply to DROs directing shipment to exhaustion (retention field is zero filled). DIC ARL will update its processing date to the Date of Last Disposal in the SCF for a Family Head or Bachelor item with Condition Code A assets being disposed. Processing of the DIC ARL results only in the creation of a D7_ reverse issue transaction. Billing reversal is not required.

e. MRDs (A6J) with Management Code 2 or 5 may also be used, when applicable, to specify conditions which preclude shipment of the directed DRO quantity or compliance with DSC disposal instructions. Mechanical processing of the DIC A6J with Management Code 2 or 5 results in the creation of a D7_ reverse issue transaction for the input quantity only and the posting of an issue freeze (Freeze Code F) to the NIR on-hand balances for the location, condition, and type pack. DIC A6J will be listed on the appendix F-113. Billing reversal is not required.

f. For materiel commingled in storage, the retention quantity field of the DRO must always be blank. If materiel is commingled in storage, and the DSC sends the depot a DRO with a retention quantity field zero filled or numeric, the depot will cancel the DRO and forward a DIC A6J with Management Code C to the DSC. Processing of DIC A6J with Management Code C results in creation of a reverse issue transaction only. The DIC A6A will be listed on appendix F-113. Billing reversal is not required. Procedures for review and processing are outlined in appendix E-382 P.

g. A followup on a Disposal Release Order (DRO), DIC AFJ, will be generated by the DSC every ten days until a reply is received. If the reply is a DIC AEJ with BA status that contains a valid ESD in positions 57-59, a followup will be generated when the ESD expires and every ten days thereafter until a new ESD is supplied, the DRO is confirmed or denied, or the DRO is force closed. Followups on delinquent DROs will be generated in the monthend process. DROs are considered delinquent when the DRO is unconfirmed, the ESD has expired, and it is 15 days past the Mandatory Transfer Date (MTD)/DTD (positions 62-64 of the DRO). Shipping activities will respond to DRO followups as described in chapter 4 of this manual.

h. Cancellation of a DRO, DIC A5J, will be attempted by processing personnel of the DSC when positive assurances from the shipping activity that the DRO has not and will not be processed have been obtained. Processing personnel will prepare a Cancellation, DIC AC1, in the format of appendix B-17. This document will generate a DRO Cancellation, DIC ACJ, to the shipping activity in the format depicted in appendix B-112. Shipping activities will respond to the DRO Cancellation as described in chapter 4 of this manual.

212204 - PROCESSING MATERIEL TO DISPOSAL - INTRANSIT CONTROL

a. Property shipped/transferred to a DRMO will be controlled while in transit from the time of release by a shipping activity until receipt of the property by the DRMO. Intransit controls provide the capability for DRMS to provide a control point to monitor and investigate discrepancies in shipments to DRMOs or provide information concerning transfer of property to DRMOs.

b. HQ DRMS is the focal point for all intransit control reporting and will maintain the control file of all intransit transactions up to three years. The suspense file will be initiated by the Shipment Status document, DIC AS3, prepared by the shipping activity for each shipment of materiel sent to the DRMO on a DTID. The DIC AS3, prepared in the

format depicted in appendix B-89, will reflect the actual quantity and date shipped.

c. All materiel received at a DRMO is processed into the IDMS accountable records by DRMS in accordance with DRMS internal procedures. This receipt will be compared with the suspense file created by the DIC AS3. If the DIC AS3 is not recorded, IDMS will create a suspense file from the receipt. This suspense file will remain open for a period of one year from the date it is initiated unless it is closed.

d. The suspense file will be closed with no further action: If the receipt matches a Shipment Status, DIC AS3, previously recorded and there is no discrepancy; or the discrepancy is less than \$800 and the item is not recorded as pilferable/sensitive; or the materiel is classified as scrap.

e. If there is a discrepancy between the shipment status and receipt, or no shipment status is recorded, DRMS will generate a Disposal Shipment/Receipt Confirmation Followup, DIC AFX, to the DSC as described below. The DIC AFX will be prepared in the format outlined in appendix B-28 and forwarded, through DAAS, to the activity identified in pos. 30-35 of the DIC AS3. A Status Code from appendix A-12 will be entered in pos. 65-66 of the document.

(1) If the receipt matches a Shipment Status, DIC AS3, recorded in the suspense file and there is a discrepancy value of \$800 or more, or the item is recorded as pilferable/sensitive, the DRMS will forward a Disposal Shipment/Receipt Confirmation Followup, DIC AFX, with Advice Code 35.

(2) If, after 21 days from date of receipt posted by DRMS, the receipt does not match a DIC AS3 recorded in the suspense file and the extended dollar value is more than \$800 or the item is recorded as pilferable/sensitive, a DIC AFX will be forwarded with Advice Code 36.

(3) If, after a period of 60 days for CONUS and 90 days for OCONUS, the receipt applicable to the DIC AS3 recorded in the suspense file has not been received by DRMS and the extended value is more than \$800 or the item is recorded as pilferable/sensitive, a DIC AFX will be forwarded with Advice Code 36.

(4) If the DRMS receives no reply to DIC AFX within 20 days of transmission, DRMS will forward a Disposal Shipment Confirmation Followup, DIC AFZ, with Advice Code 37, in the format depicted in appendix B-28.

f. The DSC receives the DIC AFX/AFZ and matches the document to the Disposal Release Order, DIC A5J. If the document finds a matching DIC A5J, the DIC AFX/AFZ is forwarded to the applicable shipping activity for processing.

g. The depot in receipt of a DIC AFX/AFZ will research records and provide the appropriate reply to DRMS with a Supply Status document, DIC AE3, or a Disposal Shipment Confirmation document, DIC ASZ, in the format of appendices B-11 or B-89 respectively, as described below. In all cases of discrepancies between quantity shipped and quantity

received by the DRMO, the shipping activity will attempt to resolve the variances by contacting the DRMO involved.

(1) If the shipping activity has no record of the shipment nor of generating the Shipment Status, DIC AS3, and has not received a signed copy of the DTID, a Supply Status document, DIC AE3, with Status Code BF in pos. 65-66, will be sent to the DRMS.

(2) If no shipment has been made although shipment status has been sent, or no record of shipment other than the DIC AS3 document can be located, a Supply Status, DIC AE3, with Status Code DE will be sent to the DRMS.

(3) If a signed receipt copy of the DTID is not available but investigation indicates that property was removed and cannot be located, a Supply Status, DIC AE3, with Status Code DF will be sent to the DRMS.

(4) If a signed copy of the DTID is available and the quantity receipted for is the same as the quantity on the DIC AS3 document, a Supply Status, DIC AE3, with Status Code DG will be sent to the DRMS.

(5) If a signed copy of the DTID is available but the quantity receipted is different from that in the original DIC AS3, a Supply Status, DIC AE3, with Status Code DH will be sent to the DRMS.

(6) If the shipping activity has no record of generating a DIC AS3 but has a signed copy of the DTID, a DIC ASZ reflecting the quantity receipted for will be sent to DRMS.

h. DRMS will update the intransit control file with the status provided by the shipping activities. The completed records will be removed and placed in a history file for an additional two years. DRMS will utilize internal procedures to resolve discrepancies as to why a proper notification of receipt had not been sent by the DRMO to the DRMS.

i. DRMS will provide the Quarterly Intransit to DRMO Report to each MILSTRIP Focal point and to the DoD MILSTRIP System Administrator. The format and explanation of this report is contained in appendix A-26 of DoD 4000.25-1-M, MILSTRIP.

SECTION III - MATERIEL ON HAND UNDER DELETED STOCK NUMBER

212301 - GENERAL

a. Items designated for deletion from the Federal Supply Catalog, with stock on hand, will be disposed of prior to the effective date of the catalog change.

b. Materiel received from other than procurement instrument sources under a deleted NSN (other than those NSNs deleted under Key Codes DX and DZ) will be automatically disposed of without IM Review. Processing of this type of receipt document (DIC D6_) will produce a DIC ZLC (appendix B-31) which is mechanically sent directly to the Disposal process.

c. Distribution activities will report materiel on hand under the deleted NSN to the DSC when a DRO, DIC A5J, has not been received within seven calendar days after the catalog change date.

d. SSPs will also report materiel on hand, under NSNs for which the Navy has withdrawn user interest, and for which disposition instructions and/or a redistribution order (MRO) has not been received within seven calendar days after the catalog change date. This situation can occur after a Navy ICP sends a withdrawal of interest to a DSC resulting in the DSC transmitting a CMDN document to the FMSO. Based on advice from the FMSO, SSP can be expected to report, for disposition, that materiel on hand under the deleted (or user withdrawn) NSN.

e. DSCs will investigate the Deleted Item Report Document, DIC CK8, and based on findings:

(1) Reinstate the item in the Federal Supply Catalog.

(2) Direct transfer of the materiel to the DRMO.

(3) Direct redistribution of materiel to another distribution activity.

(4) Retain the materiel at the reporting distribution activity (SSP only) for attrition.

212302 - PROCESSING DELETED ITEM REPORT/REPLY DOCUMENT, DIC CK8/CKH

a. The Deleted Item Report, DIC CK8, is prepared by the distribution activity in the format of appendix B-33 to advise the DSC that stock is on hand, under an NSN which is no longer authorized for storage.

b. The Deleted Item Report, DIC CK8, is mechanically validated and processed. Invalid documents are rejected to DSO under VRCs for review and correction IAW appendix E-033 V.

c. Valid Deleted Item Reports, DIC CK8, are checked against asset balances (for the reporting distribution activity) in the NIR. When an asset balance is recorded in the NIR, at the reporting activity, under the reported NSN, the Deleted Item Report, DIC CK8, is output to DSO under VRC CQ to be processed IAW appendix E-033 V. When there is no asset balance recorded in NIR, under the reported NSN, at the reporting location, the input quantity is picked up as an inventory gain and a ZLC, Recommended Disposal Document, is output to DSO for processing IAW appendix E-031 P.

d. Research by IM, in processing VRC CQ, IAW appendix E-033 V, will determine:

(1) Whether the item is being reported by an SSP or by another type of depot (i.e., Defense (prime), attrition, or temporary storage site).

(2) Whether item has actually been deleted from the Supply System, or whether the report represents an NSN for which the Navy has been withdrawn as a user.

e. Research by IM will result in one of the actions listed in paragraph 212301d. Processing actions are reflected in appendix E-033 V.

SECTION IV - RECOUPMENT OF MATERIEL FROM DRMO

212401 - GENERAL

Unexpected requirements may develop which necessitate the recovery of materiel previously declared excess and transferred to Defense Reutilization and Marketing activities by the DSC effecting recovery action. Acquisition of materiel other than that originally declared excess is treated as a receipt from an outside source and the provisions of this chapter do not apply.

212402 - PROCESSING RECOUPMENT TRANSACTIONS

a. Determination must be made as to whether or not the accountability for the materiel has been transferred to the DRMO. A RCSF printout for the transaction will disclose whether the accountability has been transferred to the DRMO. (If the MTD has passed for Purpose Code M materiel; or if a Materiel Release Confirmation has been received for all other materiel, the accountability has been transferred to the DRMO.)

b. If the accountability has not been transferred to the DRMO, contact the distribution activity by telephone and request the transfer be held up. Prepare a Cancellation Document, DIC AC1, appendix B-17, IAW appendix E-017 P, and process IAW with chapter 4.

c. If the accountability has been transferred to the DRMO:

(1) Contact the DRMO to determine if materiel is available for recoupment.

(2) If DRMO confirms availability of materiel, prepare a Manual Requisition, DD Form 1348 and process IAW appendix E-509 P.

(3) Prepare a due-in From Recoupment Document, DIC DFJ, in the format of appendix B-42 IAW appendix E-042 P, and forward to OTIS. The Due-In From Recoupment document will establish a due-in in the computer files and produce a PMRC, DIC DWJ, appendix B-19. The PMRC is forwarded to the distribution activity for use in preparing a MRC, DIC D6J, IAW appendix B-21 when the materiel is received.

d. The Due-In From Recoupment Document is mechanically validated by OTIS to assure proper document entries. Invalid documents are rejected to DSO. Invalid documents will be corrected and reentered to mechanical processing routines IAW the E appendix pertaining to the rejected document.

e. The MRC, DIC D6J, will be prepared and forwarded to DSC by the distribution activity receiving the materiel. The MRC is mechanically validated by OTIS. Invalid documents are rejected to DSO. Invalid documents will be corrected and reentered to mechanical processing routines IAW the E appendix pertaining to the rejected documents.

f. Due-In From Recoupment Reversal Documents, DIC DFJ, and Materiel Receipt Reversal Documents, DIC D6J, will be prepared by processing personnel of DSO IAW appendices B-42 and B-21 respectively whenever it is necessary to manually reverse a previously processed transaction.

Care must be taken when preparing the reversal document that it is the exact duplicate of a previously processed document except for the X overpunch in the high order (first) position of the quantity field. If the total quantity due-in is not received, the residual quantity will be mechanically reversed. In addition, all DIC DFJ documents over 120-days old will be mechanically reversed when cycle date exceeds EDD plus 60 days.

SECTION V - REPORTS

212501 - GENERAL

A Disposal Transaction Summary Listing by Location (F-33A) and Disposal Transaction Summary by Key Code (F-33B) will be prepared each month, by OTIS. These reports will be prepared IAW appendix F-33 and forwarded to DSO for evaluation and appropriate action.

SECTION VI - PROCESSING FILE INQUIRIES

212601 - GENERAL

Provisions are made for processing inquiries to various computer files whenever a record is required in the performance of day-to-day tasks. Those files from which a record may be required when processing disposal transactions and related actions are:

- a. THF.
- b. NIR.
- c. Due-In File.
- d. RCSF.

212602 - TRANSACTION HISTORY PRINTOUT

There are two methods of inquiry to the THF:

- a. Daily, online inquiry by NSN, which will cause a printout of all transactions recorded for that NSN by preparing a THF Inquiry Form (appendix B-104) IAW appendix E-104 P, citing DIC ZQA.
- b. Off-the-Shelf programs for inquiry by AAC and Directive Number or by NSN for a specific location (i.e., depot RIC). Inquiries of this type are to be coordinated with OTIS (by IOM, telephone, or personal contact) due to excessive run time required, prior to input of inquiry document(s) DIC ZCB IAW appendix E-104 P.

212603 - NATIONAL INVENTORY RECORD PRINTOUT

The National Inventory Record Printout, appendix F-109, may be obtained by preparing a National Inventory Record (NIR) Inquiry Form, appendix B-143, IAW appendix E-143 P, citing DIC ZCQ and appropriate action code. Forward the NIR Inquiry Form to OTIS for processing.

212604 - DUE-IN FILE PRINTOUT

The Due-In File Printout, appendix F-184, may be obtained by preparing a Due-In File Inquiry Form, appendix B-117, IAW appendix E-117 P, citing DIC ZCJ and appropriate action code. Forward the Due-In File Inquiry form to OTIS for processing.

212605 - REQUISITION CONTROL AND STATUS FILE (RCSF) PRINTOUT

The RCSF Printout, appendix F-114, may be obtained by preparing a Requisition Status File Inquiry Form, appendix B-155, IAW appendix E-155 P, citing DIC ZCW and appropriate action code. Forward the RCSF Inquiry Form to OTIS for processing.

212606 - ROUTING IDENTIFIER CODE (RIC) TO PROPERTY DISPOSAL OFFICER
(PDO) ACTIVITY ADDRESS CODE (AAC) CROSS-REFERENCE TABLE
PRINTOUT

a. The RIC to PDO AAC Cross-Reference Table Printout, appendix F-124, may be obtained by preparation and input of an RIC to PDO AAC Cross-Reference Table Document, DIC ZLJ, appendix B-124, IAW appendix E-124 P. This input document, citing Action Code AC, is processed mechanically.

b. The RIC to PDO AAC Cross-Reference Table is used to mechanically assign the Ship-To address (supplementary address, pos. 45-50) on output DROs, DIC A5J. Maintenance of this table is as indicated in appendices B-124, E-124 P, and E-124 V.